

REQUEST FOR PROPOSAL NO. 354340
Preparation of Field Summary Reports Support

February 7, 2022

Dear Prospective Offeror,

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for *Preparation of Field Summary Reports Support* services in support of the Central Plateau Cleanup Company Project, Richland, Washington, under Prime Contract No. 89303320DEM000030 with the U.S. Department of Energy.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in this Request for Proposal (RFP) instructions. This procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals.

This solicitation is a small business set aside (reference section 6.1).

The anticipated schedule for this RFP activity is as follows:

- ✓ Notice of Intent to Propose: 2/14/22
- ✓ Questions Due: 2/14/22
- ✓ eSourcing Event/Proposals Due: 2/17/22
- ✓ Anticipated Contract Award Date: 2/24/22

Best regards,

Ginny Jacobsen, Contract Specialist
Procurement

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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CPCCo	Central Plateau Cleanup Company

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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (CPCCo) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Firm Fixed Price type of contract to provide Preparation of Field Summary Reports Support. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains a Draft 4-Part Contract which contains:

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

CPCCo may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Contractor's notification of intent to propose CPCCo will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. . Upon the Contractor's submittal of their initial price and after commencement of the event, the Contractor will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Contractor may revise and submit lower pricing until the event expires. Pricing cannot be increased.

The tool will not disclose the Contractor's proposed price to other Contractor's nor will it disclose the lowest proposed price.

NOTE: Following the eSource event, Offerors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) electronically

within three hours of the completion of the eSource Event (see 3.0 Proposal Preparations Instructions below).

2.0 BASIS OF AWARD

Award of this solicitation will be made to the responsive, responsible offeror with the lowest evaluated price.

CPCCo may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

2.1 Acceptance or Rejection of Proposals

CPCCo reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CPCCo may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness Determination

CPCCo will determine if the Offeror is responsive to CPCCo requirements and eligible for award. This evaluation may include, but is not limited to, information gathered from other sources, including safety performance, financial stability and past performance for CPCCo or other customers. The determination may be made at any time by CPCCo without additional questions or revision. CPCCo may waive minor informalities and irregularities in offers received.

2.3 Proposal Costs

CPCCo is under no obligation to pay proposal preparation costs.

2.4 Award Notification

CPCCo will notify all of the Offerors after CPCCo selects an Offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive. Do not submit generic brochures or other marketing materials that do not specifically relate to the proposal.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration.

Proposals shall be organized in the manner listed in Sections 3.2-3.4 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

The following documents make up a complete proposal package:

3.1.1 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the qualification standards and technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation.

- **Company Experience** - Discuss the Offeror's prior record, in performing services or delivering products similar in size, content, and complexity to those required in this RFP.
- **Resumes** – Individuals proposed to perform the scope shall have qualifications that demonstrate successful performance during normal periods and periods of unexpected demands or fluctuating workload. Provide a current resume for each proposed individual based on the tasks required in the SOW Section 3.0 and for the qualifications in Section 5.1.

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3.1.2 Volume II – Pricing Proposal

1. Volume II shall consist of a firm fixed price proposal to complete the identified tasks in the Statement of Work. Pricing shall include all costs necessary to commence with work and shall be submitted in using the attachment (see Section B) Pricing Template.
2. Volume II shall include Representations and Certifications (see Section B).
3. Offerors are invited to propose performance-based milestone/progress payments that comply with the requirements and limitations of Federal Acquisition Regulation (FAR) 52.232-28, FAR 52.232-30, and/or FAR 52.232-32. Unless proposed and agreed in advance performance-based milestone/progress payments made against this contract will be at the discretion of Buyer.

3.2 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the Draft Contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

3.3 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that CPCCo considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CPCCo. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CPCCo may determine that the proposal is non-responsive.

3.4 Proposal Validity Period

A proposal shall remain firm for sixty (60) days after the proposal due date.

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4.0 QUALIFICATION STANDARDS

Information such as experience, proposed work plans, past performance, key personnel, available resources and equipment and any other information available may be used by CPCCo in evaluating the Offeror's capabilities, responsibility, and responsiveness to the solicitation.

4.1 Qualification Standards

CPCCo has established the following qualification standards that must be fully met in order for an Offeror to be considered for award. It is CPCCo's policy to offer the opportunity to compete for its procurements as is reasonably and economically feasible. However, in view of the distinctive characteristics of CPCCo's programs, those potential Offerors who do not already possess the capability to meet the qualifications standards are encouraged not to incur proposal and other expenses involved in competitive submissions.

A. Standard No. 1

The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work specified in accordance with section 5.1.A. of the Statement of Work. This shall include necessary expertise and training including necessary continuing training programs to assure contractor personnel maintain current understanding of laws, requirements, and industry standards. This qualification standard is met by the Offeror demonstrating in its proposal experience in delivering the services similar to those described in the Statement of Work.

Required Submittal(s): Resume(s) must be provided that demonstrate individual(s) proposed to support the SOW that meet the above requirements/standards.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

CPCCo requests that a prospective Offeror notify CPCCo in writing via email to [Ginny T Jacobsen@rl.gov](mailto:Ginny.T.Jacobsen@rl.gov) by, indicating that the Offeror intends to submit a proposal in response to this RFP.

5.2 eSourcing Event

The eSource event will take place at **10:00 A.M. PST on 2/17/2022**. This event is a Reverse Auction.

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5.3 Deadline

Proposals are due by **1:00 P.M. PST on 2/17/2022**. CPCCo reserves the right to reject any proposal received after the deadline.

5.4 Submittal Instructions

All proposals must be submitted via e-mail to [Ginny T. Jacobsen@rl.gov](mailto:Ginny.T.Jacobsen@rl.gov). The Contract Specialist will **confirm receipt** of the Offeror's proposal. It is recommended that the Offeror turn on 'read receipt' in Outlook. If the Offeror does not receive a receipt confirmation, then call 509-376-7955.

5.5 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

5.6 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than **1:00 P.M. PST on 2/14/2022**. The Offeror may transmit questions and comments via fax or e-mail. CPCCo will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CPCCo will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.7 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

6.0 NOTICES TO OFFERORS

6.1 Anticipated Award Date

The anticipated award date for this RFP is 2/24/2022.

6.2 Precedence of Requirements

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

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6.3 North American Industry Classification System (NAICS) Code and Size Standard

CPCCo has determined that North American Industry Classification System (NAICS) Code 541620 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$16.5 Million.

6.4 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be “proprietary data,” the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents CPCCo from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

6.5 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, CPCCo may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CPCCo cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

6.6 Financial Capability Determination Information

CPCCo reserves the right, prior to award, to require the Offeror to submit information that CPCCo will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CPCCo.

6.7 Subcontracting

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CPCCo to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CPCCo a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this web page:

<https://cpcco.hanford.gov/page.cfm/SubmittalsFormsDocs>

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CPCCo reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable;
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site; and
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

6.8 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the service support animal has been trained to perform. Service support animals "in training" are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and "comfort animals" are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure MSC-PRO-SEC-417, Appendix A-5, p.16.

6.9 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and service Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

6.10 Required Price Support Information

The seller is required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged.

Certified cost or pricing data need not be submitted. For example:

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.

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2. For Commercial items; submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
 - a. For catalog items; a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;

Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;
 - b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
 - c. For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.
3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

The seller grants CPCCo or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.

6.11 Pre-requisites for becoming a CPCCo contractor

Prospective Contractors must acquire a DUNS number, register as a contractor with the federal government, verify employee eligibility using E-verify, and complete the CPCCo Vendor Registration process at <https://cpcco.hanford.gov/page.cfm/DoingBusinesswithCPCCo>

SECTION B – RFP ATTACHMENTS

- **Attachment 1 – STATEMENT OF WORK**
- **Attachment 2 – DRAFT CONTRACT ([contains related provisions](#))**
 - STATEMENT OF WORK (SOW)
 - FINANCIAL TERMS
 - GENERAL TERMS AND CONDITIONS
 - SPECIAL PROVISIONS (EXCLUDING REPS&CERTS)
- **Attachment 3 – PRICING TEMPLATE (return as a separate attachment)**
- **Attachment 4 – SPECIAL PROVISIONS 16, REPRESENTATIONS & CERTIFICATIONS (return as a separate attachment)**
- **Attachment 5 – EXECUTIVE COMPENSATION CERTIFICATION (return as a separate attachment)**
- **Attachment 6 – LOWER-TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION (return as a separate attachment)**